How To: Update and Submit Your Membership Roster in the Chapter System

The Chapter System located at sigmachi.com/chaptersystem, will be the main resource for all chapter operations. Please bookmark it now.

Step 1: Open a web browser and navigate to sigmachi.com/chaptersystem

Step 2: Choose the button that says, "Login to the chapter system using your sigmachi.com profile"

Step 3: Choose the button that says, "Member Reporting – Officer Updates – Chapter Information"

Step 4: You will be presented with your chapter's roster. This is where you will make necessary updates.

Member Updates
(Number of Members: 55 Kappa Beta)

Election:4/15/2013 Next I:11/17/2012

Chapter System Menu | Member Type: Undergraduate Members | Update Status | Add Affiliate | Download List | Chapter Information | Submit | Estimate Bill

Last	First	Mi	Su	Class	E-Mail	Phone	CELL	ROLL	Grad	Left/Tra	Office	Office
Christanson	Timothy	A		2013				Roll	☐	☐		Update
Day	Sean	J		2013				Roll	☐	☐		Update
Dean	Thomas	G	Jr.	2013				Roll	☐	☐		Update
Elliot	Matthew	L		2013				Roll	☐	☐	SOCL TO 04/14/2013	Update
Gabrell	Charles	J		2013				Roll	☐	☐		Update
Gonzales San M	Benjamin			2013				Roll	☐	☐		Update
Gregory	Matthew	J		2013				Roll	☐	☐	CONS TO 04/14/2013	Update
Hackney	Samuel	C		2013				Roll	☐	☐		Update
Hendricks	Anthony	M		2013				Roll	☐	☐		Update
McMann	Joel	P		2013				Roll	☐	☐		Update
Mitchel	Rich			2013				Roll	☐	☐	RUSH TO 02/24/2013	Update
Ross	Tyler	C		2013				Roll	☐	☐	QUA TO 04/14/2013	Update
Saenstra Oltver	Sergio	A		2013				Roll	☐	☐		Update
Sears	Matthew	T		2013				Roll	☐	☐		Update
Stighouse	Matthew	P		2013				Roll	☐	☐	ANNO TO 04/14/2013	Update
Vardoor	Zakariya	K		2013				Roll	☐	☐	TRIB TO 04/14/2013	Update
Wheatley	John	K		2013				Roll	☐	☐		Update
Wright	anthony	J		2013				Roll	☐	☐		Update
Brandon	Adam	K		2014				Roll	☐	☐	RISK TO 04/14/2013	Update
Byther	Robert	L		2014				Roll	☐	☐		Update

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Step 5: Locate members who have <u>already</u> graduated and check the box in the "Grad" column.

Step 6: Locate members who are no longer at your school, this may include brothers who transferred or are otherwise not enrolled in classes.

PLEASE NOTE: Inactive, abroad and/or other statuses are not available options for the International Fraternity, you should leave everyone on the roster unless they have graduated or are no longer enrolled as a student.

Step 7: Update the Class (expected graduation year), Email or Roll Book fields with applicable information. To do so, just click the hyperlink. You can also update the officer role in the same manner.

Step 8: To update or add an officer select 'update' and choose the correct position and expiration date from the pop-up window. If you would like to remove an officer, select none in the office field.

PLEASE NOTE: Expiration dates should overlap slightly with the next election date, so the out-going officers can transition the newly elected officer in the Chapter System.

Step 9: When finished, click the dark green 'Submit' button in the top right. If the button is red, then the update has already been submitted.